

## Appendix G: Internship Field-based Activities Summary Report and Validation



### Lamar University – M.Ed. in Educational Technology Leadership

#### Internship Field-based Activities Summary Report and Validation

Directions: This Internship Field-based Activities Summary Report is for your use as a planning worksheet. Post this report to your e-Portfolio wiki/blog/Google site monthly to document completion of your activities.

As you plan your campus- or district-supervised Internship hours, do the following:

- Include at least one campus- or district-supervised activity under each of the 33 ISTE Technology Performance Indicators associated with the eight Technology Facilitation Standards.
- Make sure your campus- or district-supervised activities total a minimum of 100 hours as specified in the eight Technology Standards.
- Follow the guidelines on page 37 to reflect on each completed activity.

Your site mentor will validate the hours earned at the end of your Internship. All hours must be completed before you enroll in the Internship course, EDLD 5388/5370 \*Please note that course number changes in Fall 2010\*.

Once complete:

- PDF the Validated Summary Report. This report must be signed by your site mentor.
- Create a new page on your wiki, titled "Completed Internship Field-based Activities Summary Report"
- Post the completed Internship Field-based Activities Summary Report to your wiki.

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard I. Technology Operations and Concepts	TF- I.A	<b>No More Paper Quizzes</b> – Trained and gave resources to math teacher and mentoree Ector Lopez on how to create web-based tests to measure student learning of subject matter and performance. Some of the resources used and discussed were GoogleDocs (forms), QuizBox, ProProfs, Wondershare Quiz Creator and Free Authoring Tool. These programs allow for HTML embedding on teacher website.	11/3/2010	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF – I. B	<b>Get the Load Off Your PC</b> – Introduced Dropbox (cloud service) to entire school via email. Created a tutorial screenshot (PDF) and used dropbox.com videos to assist teachers on how to perform certain tasks. The purpose of this was to minimize local hard drive usage and promote the use of cloud service for anytime access to important documents. I sent all teachers a signup link, video tutorial links and PDF file with step-by-step instructions on how to set up. Did assist various teachers during my lunch with the setup of their account and address questions about the service.	12/1/2010	3
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		

Jose Vasquez  
L20260929

Subtotal

5



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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	<b>Screencasting for tutorials and presentations.</b> During department planning M/W, trained CTE teachers on how to use screen casting to create higher quality presentations and tutorials for students. Demonstrated using open-source software Camstudio. Also discussed other paid and web based versions. i.e. Jing & Camstasia.	1/10/2011 & 1/12/2011	3
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-II.B	<b>Teacher mentoring (ongoing)</b> – Math teacher Mr. Ector Lopez. Provide Ector with continuous knowledge and support for growth in effective use of technology in the classroom. Ector was chosen due to his high interest in technology.	10/3/2010 – 10/9/2010	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-II.C	<b>iPad integration in the classroom</b> – Mrs. Mary Moreno – Provided iPad applicationS, browser and features of the device. As a CTC, I managed campus iTunes account and researched/purchased applications related to course content. Introduced problem-solving applications such as Wolfram Alpha that allow students to do comparative analysis and detailed research. Mrs. Moreno also received a tour of iPad including accessibility options for diverse and special needs students.	10/12/2010	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-II.D	<b>Laptops in the Classroom</b> - Prepared 2 mobile carts for teacher use and assisted History teacher Mary Moreno and Reading teacher Liz Germain with first time use. Issued the “23 Things about Classroom Laptops” article that gives classroom teachers insights and tips n tricks about the pro’s and con’s of laptops in the classrooms. There are also suggestions that could improve classroom management and content delivery when laptops are present in the classroom.	9/23/2010	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-II.E	<b>Summer ACE Technology Integration Pilot Program</b> - Assisted 3 elementary teachers utilize various technology tools and resources to teach Reading during summer school ACE program. Worked 8-2 pm daily Monday – Friday for a period of 4 weeks.	6/5/2011 – 6/30/2011	20 +
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-II.F	<b>Blogs In, Journals Out</b> – Sat in with Reading teachers Ms. Germain and Ms. Cavazos and discussed alternatives to writing journals. Used blogger.com to demonstrate that blogs are new and emerging technology tools that can assist in improving learning, communication, and productivity. This engaging tool can help students create authentic and original products.	11/16/2010	3
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
Subtotal				32



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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard III. Teaching Learning, and the Curriculum	TF-III.A	<b>Saturday ACE Technology Presentation</b> - Provided a one hour professional development session on Web 2.0 tools to use during summer school ACE program. Demonstrated the use of Prezi presentation tool, PollEverywhere Audience Response, Museum Box and What2Learn.com game creator to a group of EC-6 teachers.	5/28/2011	1
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-III.B	<b>Follow-up training and feedback on Disabilities Technology Training</b> from September – Received feedback from Maria Gutierrez and Rolando Herrera on the amount of usage of the accessibility tools used during lab time with special education students. Focus of the training was also to answer technical questions about Read, Write, Gold and reflect on other ways this program can be implemented in the classroom. Meeting took place during team planning in special education resource classroom.	4/6/2011	1
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-III.C	<b>iPad integration in the classroom</b> – Mrs. Mary Moreno – Provided iPad applicationS, browser and features of the device. As a CTC, I managed campus iTunes account and researched/purchased applications related to course content. Introduced problem-solving applications such as Wolfram Alpha that allow students to do comparative analysis and detailed research. Mrs. Moreno also received a tour of iPad including accessibility options for diverse and special needs students.	10/12/2010	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-III.D	<b>LanSchool Training</b> - Installed and trained 3 CTE teachers (Mr. Martinez, Ms. Lopez, Mr. Gonzalez) on Lanschool classroom management software. Individual training topics included creation of exams, monitoring, remote assistance, assessment methods, student feedback, and USB/printer/web limiting. Emailed Lanschool product brochure to each teacher.	8/29/2010 – 8/31/2010	1
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-III.E	<b>Best Practices in Technology in the Classroom (Ongoing)</b> – Distribute pdf versions of research based articles related to technology in the classroom. The articles used were from EDLD 5306, Concepts of Educational Technology.	10/17/2010 - (ongoing)	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
Subtotal				7



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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard IV. Assessment and Evaluation	TF-IV.A	<b>Technology Classroom Management Options</b> – Provide ESL Reading teacher with training on LanSchool Classroom Management software and Turning Point Response systems. Lanschool will assist her with lab management while Turning Point SRS will assist her with improving student participation and assess student learning. Irene Cadena has a lab and traditional classroom setup.	9/13/2010	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-IV.B	<b>Blogs In, Journals Out</b> – Sat in with Reading teachers Ms. Germain and Ms. Cavazos and discussed alternatives to writing journals. Used blogger.com to demonstrate that blogs are new and emerging technology tools that can assist in improving learning, communication, and productivity. This engaging tool can help students create authentic and original products.	11/16/2010	3
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-IV.C	<b>Web 2.0 Tools Effectiveness Reflection</b> – Reflected on the use of GoogleDocs/Sites, Blogger & Animoto in Keyboarding course during Semester 1 (Aug-December 2010). Through observations and student assignments, I evaluate the effectiveness of Web 2.0 tools in education.	1/16/2011 - 1/22/2011	3
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
Subtotal				8



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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard V. Productivity and Professional Practice	TF-V.A	<b>TCEA Austin, TX</b> - Attended yearly conference and sat in on mini-workshops by exhibitors like Dell, HP, Texas Instruments, Turning Point, Brainchild, and Smart technologies to name a few. Gained exposure to new products and services geared towards K-12. In addition to grabbing as many freebies as possible, I learned about new assessment tools, computer hardware, interactive tools, web based services, publishing companies, instructional software, telecommunication tools and so much more.	2/8/2011 – 2/11/2011	9
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-V.B	<b>Web 2.0 Tools Effectiveness Reflection</b> – Reflected on the use of GoogleDocs/Sites, Blogger & Animoto in Keyboarding course during Semester 1 (Aug-December 2010). Through observations and student assignments, I evaluate the effectiveness of Web 2.0 tools in education.	1/16/2011 - 1/22/2011	3
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-V.C	<b>Microsoft Publisher in Language Arts</b> – Met with Don Smith and Melody Ortiz and produced sample works created on MS Publisher that could enhance Language Arts curriculum. Teachers were taught how to easily create brochures and other print jobs that could increase student achievement and assist with content learning. This training was done during a lunch period and conference period.	9/6/2010	3
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-V.D	<b>EDLD 5366 Week 4 Newsletter</b> - Design and produce a four-page newsletter providing educational technology resources for teachers. I decided instead to promote my CTE department and create a newsletter for teachers, students and parents. It included teacher biographies, career clusters, resources and interesting data.	12/11/2010	12
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
Subtotal				27



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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A	<b>Cyberethics for teachers and students/Online Safety for Students</b> - In order to promote Internet Safety Month (June), I provided CTE lab teachers Jessica Lopez and David Gonzalez a vast amount of articles and web resources for these two topics. I provided articles from EDLD 5306 and list of online sources to print handouts for student use. Topics discussed include cyberbullying, online predators, copyright infringement and fair use.	5/3/2011 – 5/5/2011	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-VI.B	<b>Disabilities Technology Training</b> – Trained Maria Gutierrez and Rolando Herrera on accessibility tools and options available on campus computers. This included built in Windows software and Special Ed Cooperative purchase of Read, Write, Gold by Texthelp systems.	9/2/2010	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-VI.C	<b>ESL/LEP Technology Training on Rosetta Stone software</b> - Provided campus administrator training on installation, user management and student progress reports. Rosetta Stone language learning was purchased for our campus with ACE funds and is to be used for struggling ESL students especially recent immigrants. I trained ESL teachers Olga Torres and Irene Cadena.	3/8/2011 - 3/9/2011	3
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-VI.D	<b>Cyberethics for teachers and students/Online Safety for Students</b> - In order to promote Internet Safety Month (June), I provided CTE lab teachers Jessica Lopez and David Gonzalez a vast amount of articles and web resources for these two topics. I provided articles from EDLD 5306 and list of online sources to print handouts for student use. Topics discussed include cyberbullying, online predators, copyright infringement and fair use.	5/3/2011 – 5/5/2011	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-VI.E	<b>Monthly CTC meeting with Roland Handy at Technology Lab:</b> Prepared TCEA travel arrangements, Teacher and campus web pages update, Media system progress. These meetings occurred monthly over the course of the internship. Each month new and previous topics were discussed relating to campus technology and other administrative duties.	9/2010 – 5/2011	3 +
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
Subtotal				12



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Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	<b>iPad integration in the classroom</b> – Mrs. Mary Moreno – Provided iPad applicationS, browser and features of the device. As a CTC, I managed campus iTunes account and researched/purchased applications related to course content. Introduced problem-solving applications such as Wolfram Alpha that allow students to do comparative analysis and detailed research. Mrs. Moreno also received a tour of iPad including accessibility options for diverse and special needs students.	10/12/2010	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-VII.B	<b>New teacher training</b> - Introduce teachers to basic technology operations and equipment use. This includes network login credentials, Skyward SIS overview, Outlook setup including mobile device setup, technology requests protocol (work orders), projector/document camera integration, and administrative rights. This training was campus specific.	8/14/2010	4
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-VII.C	1. During <b>teacher staff development</b> (Thursday), introduced new Lightspeed Educational Library that houses YouTube videos. Discussed procedures and protocols for adding videos to Educational Library and YouTube alternatives such as TeacherTube, SchoolTube, dotSub and Khan Academy. Trained teachers to evaluate videos based on views, comments and subscriber channel. Emphasized that videos can be tied into content units or lessons.	8/15/2010 – 8/21/2010	5
		2. <b>Teacher Workday</b> (Friday), Assisted new and existing teachers with media setup in their classrooms including projector, PC, email, document camera, SmartBoard, scanners, tablets.		
Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>				
Subtotal				11



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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard VIII. Leadership and Vision	TF-VIII.A	<b>Web 2.0 Tools Effectiveness Reflection</b> – Reflected on the use of GoogleDocs/Sites, Blogger & Animoto in Keyboarding course during Semester 1 (Aug-December 2010). Through observations and student assignments, I evaluate the effectiveness of Web 2.0 tools in education.	1/16/2011 – 1/22/2011	3
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-VIII.B	<b>History of technology in schools</b> - Discussed with Ector Lopez the history of skill and drill programs to full learning management systems or E-learning. Provided Ector with articles from EDLD 5306 and informed him about new e2020 purchase for summer school.	2/15/2011	2
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-VIII.C	<b>Monthly CTC meeting with Roland Handy at Technology Lab:</b> Prepared TCEA travel arrangements, Teacher and campus web pages update, Media system progress. These meetings occurred monthly over the course of the internship. Each month new and previous topics were discussed relating to campus technology and other administrative duties.	9/2010 – 5/2011	3+
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-VIII.D	<b>CTC duties</b> - Conducted campus Texas STaR chart. Sent email to teachers that included username/password, link to STaR chart webpage, and due date. I monitored teacher completion on a daily basis and sent out reminder emails of STaR chart completion.	11/7/2010 – 11/13/2010	5
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
	TF-VIII.E	<b>Summer ACE Technology Integration Pilot Program</b> - Assisted 3 elementary and 3 secondary teachers utilize various technology tools and resources to teacher Reading during summer school ACE program. Goal was to implement technology to increase student achievement and overall learning. See reflection for more details.	6/30/2012	80
		Reflection: <a href="http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections">http://joeyvasquez.wikispaces.com/Field-Based+Activities+Reflections</a>		
Subtotal				93
TOTAL				195

Site Mentor: Mr. Orlando Rodriguez

Name:

Orlando D. Rodriguez Title: Principal  
(Please Print)

Signature:

[Signature] Date: 3/29/12



## Appendix G: Internship Field-based Activities Summary Report and Validation



### Lamar University – M.Ed. in Educational Technology Leadership

#### Field-based Activities Summary Report and Validation: Reflection Guidelines

**Instructions:** You are required to reflect on each of your field-based activities by completing a reflection that should contain a minimum of 250 words. These reflections will be used to assist you in completing Week 5 of your EDLD 5388/5370 Internship comprehensive exam/final report. Students should use the guidelines below to reflect on each of their field-based activities citing textbook references as well as three additional references when writing each reflection.

Reflections allow you to analyze on the knowledge you gained from the Internship activity and the associated Standard/Indicator associated with the activity as well as how the activity helped you master the Standard/Indicator. The act of reflection is influenced by constructivist theory. In essence, it is a way of thinking that allows you to make adjustments to your beliefs or concepts, to learn from your or other's mistakes, to recognize progress you think you have made, and/or to identify needed changes in attitude, disposition, decision-making, actions, or behaviors.

Reflection at a critical level means writing text that reveals your opinion of the reading or experience, why you hold that opinion, how the experience/assignment/reading could be improved, how you see the reading or experience as consistent or inconsistent with what you have learned so far, implications for the future, etc. Reflection should include more content than just a recitation of facts and you should document your writing with a minimum of three references.

#### Self –Assessment

1. Critically reflect (see note above; not just recitation of facts) upon the knowledge you gained from the activity.
2. Critically reflect upon the relationship between any new information you gained from the activity with old information you previously held to be true.
3. How did the relationship between the old and new information you learned affect your personal experience with the activity?

#### Learn as a Learner

1. Critically reflect (see note above; not just recitation of facts) upon your approach and strategies used in completing the activity.
2. Critically reflect upon how you learn as a learner and how you assess your own performance in completing the activity.
3. How did your learning and interaction with colleagues (such as discussion forum, web conferences, wiki and blog participation, etc.) affect the results of your performance?

#### Lifelong Learning Skills

1. Critically reflect (see note above; not just recitation of facts) upon what you gained about learning and how you learn that will impact your future learning.



2. How will your past interactions and collaborations with colleagues impact your future learning experiences?
3. As a lifelong learner, what questions or issues challenge you and are worthy of future research or investigation?

**Additional Criteria**

1. Field-based Activities Summary Report posted monthly to e-Portfolio wiki/blog/Google site
2. Mechanics
3. APA Format
4. Minimum of 3 References

Wiki Name	Wiki URL
Joey Vasquez	<a href="http://joeyvasquez.wikispaces.com/">http://joeyvasquez.wikispaces.com/</a>